

JOHN Q. JOBSEEKER

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Current address

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Permanent address

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Objective

A full-time position developing management information systems in the banking industry, which will allow me to apply my database development and financial analysis skills

Education

Purdue University, West Lafayette IN, expected May 2006 GPA: 3.6/4.0 (Major GPA: 3.8/4.0)
Bachelor of Science in Management
Minor: Management Information Systems

Significant Courses

Database Management Systems, Applied Systems Analysis and Design, Decision Support and Expert Systems, Computer Communications Systems (all graduate level courses)

Computer Skills

Proficient with IBM and MAC computers and with MS Office (Word, Excel, PowerPoint, Access), Lotus, Visual Basic, PowerBuilder, Oracle, SQL, and MS Publisher

Work Experience

Assistant Coordinator/Tutor

Purdue University Writing Lab, West Lafayette, IN January 2005 to Present

- Hire, train, and supervise tutors while creating a motivational climate
- Coordinate promotions through the production of marketing materials and promotional events
- Tutor students with business writing needs

Financial Analyst Intern

Merrill Lynch, Chicago, IL Summer 2005

- Prepared balance sheet and income statement analyses
- Evaluated various tax statements and other financial publications
- Joined a project team for establishing databases of pertinent information for use in analyzing future plans, forecasts, and acquisitions

Business Analyst Intern

State Farm, Bloomington, IL Summer 2004

- Assisted in developing and maintaining computer-based systems and procedures
- Analyzed financial systems and provided systems analysts with documentation of business requirements for proposed systems
- Developed written procedures for new system applications

Activities/Honors

AIIESEC International Exchange Organization Vice President, fall 2005 to present

Alpha Sigma Phi Fraternity Treasurer, fall 2004 to present

Lions Club Fundraising Assistant, fall 2003 to spring 2005

National City Bank Scholarship Award, June 2003

Dean's list: fall 2003 to fall 2005